

Business & Office Technology – Coordinated Plans of Study for ND Career and Technical Education or Academic Scholarships								
Business Management & Administration Career Cluster						Finance Career Cluster		
Administrative Support			General Management			Accounting		
Course Code	Description	No. of Credits	Course Code	Description	No. of Credits	Course Code	Description	No. of Credits
14096	Word Processing	¼, ½ or 1	14230	Business Fundamentals	½ or 1	14010	Accounting I	½
14025	Spreadsheets	¼ or ½	14231	Management I	½	14011	Accounting II	½
14098	Desktop Publishing	¼, ½ or 1	14232	Management II	½	14025	Spreadsheets	¼ or ½
14099	Multimedia	½ or 1	14010	Accounting I	½	14012	Accounting III	½
14060	Business Communication	½ or 1	14011	Accounting II	½	14013	Accounting IV	½
14028	Communication Technologies	½ or 1	14016	Business Finance	½	14060	Business Communication	½ or 1
14022	Web Design	½ or 1	14111	Entrepreneurship	½ or 1	14016	Business Finance	½
14026	Database	¼ or ½	14233	Global Management	½	14014	Forensic Accounting	½
14010	Accounting I	½	14234	Operations Management	½	14015	Entrepreneurial Accounting	½
14011	Accounting II	½	14090	Business Law	½ or 1	14230	Business Fundamentals	½ or 1
14079	Business Technology & Procedures	½ or 1	14060	Business Communication	½ or 1	14090	Business Law	½ or 1
14230	Business Fundamentals	½ or 1	14024	Business Computer Applications	½ or 1	14024	Business Computer Applications	½ or 1
14095	Financial Literacy	½ or 1	14095	Financial Literacy	½ or 1	14095	Financial Literacy	½ or 1
14999	Cooperative Work Experience	½ to 2	14999	Cooperative Work Experience	½ to 2	14999	Cooperative Work Experience	½ to 2
Must complete at least 2 credits			Must complete at least 2 credits			Must complete at least 2 credits		

High School of Business		
Business Management & Administration Career Cluster		
General Management		
Course Code	Description	No. of Credits
04311	HSB: Leadership for Business	½
04312	HSB: Wealth Management	½
04323	HSB: Principles of Business	½
04314	HSB: Business Economics	½
04315	HSB: Principles of Marketing	½
04316	HSB – Principles of Finance	½
04317	HSB – Principles of Management	½
04318	HSB – Business Strategies	½
Credential required to teach these HSB courses: CTE BOT or Marketing AND High Schools of Business Training		
Must complete at least 2 credits		